



LISA M. GARRETT
ACTING DIRECTOR OF PERSONNEL


COUNTY OF LOS ANGELES DEPARTMENT OF HUMAN RESOURCES

HEADQUARTERS
579 KENNETH HAHN HALL OF ADMINISTRATION • LOS ANGELES, CALIFORNIA 90012
(213) 974-2406 FAX (213) 621-0387

BRANCH OFFICE
3333 WILSHIRE BOULEVARD • LOS ANGELES, CALIFORNIA 90010
(213) 738-2222 FAX (213) 637-0820

November 6, 2009

To: All Department Heads

From: Lisa M. Garrett, 
Acting Director of Personnel

Subject: **DEPARTMENTAL SURVEY REQUEST – ACCESSING CRIMINAL HISTORY INFORMATION ON CONTRACTORS WITH THE COUNTY OF LOS ANGELES**

On August 4, 2009, the Board of Supervisors directed the Chief Executive Office (CEO) and this office to:

1. Continue the current criminal background check for State and local summary criminal history information for all other employees, on the occasion of transfers, promotions and new hires; hiring of contract personnel; and volunteers; and conduct a feasibility study to consider expanding such background checks to include federal criminal background checks; and
2. Work with the CEO to study the feasibility of phasing in the implementation of local, State and federal background checks for:
 - Existing and future contractors
 - Existing and future volunteers

Based on the Board's directive, a Live Scan Steering Committee was formed comprised of members of several key departments, including the CEO, the Department of Human Resources (DHR), County Counsel, and the Office of Affirmative Action Compliance. A subcommittee was also formed, which included representatives from several line departments, to address issues unique to contract personnel.

The subcommittee identified the need for a more comprehensive study of service contracts on a County-wide basis to determine the feasibility of phasing in federal criminal background check requirements for existing and future contractors. The subcommittee also identified the need to establish County-wide guidelines for assessing the applicability of background checks for contractors. To address these critical issues, the subcommittee will need input from each County department in order to:

- Complete a comprehensive study to include the number, types, and nature of County-wide contracts and contract workers, and an evaluation and analysis of each department's service contracts.
- Evaluate the cost/benefit and operational impact of expanding the current background check program to include federal criminal background checks.
- Develop County-wide guidelines for requiring background checks for contract workers, and identify any additional processes or requirements including Board notifications and/or requests for waivers to the established criteria.

As an initial step, attached is a survey that we are requesting each County department to complete and return by November 25, 2009. Surveys are to be returned to Yolanda Young, ISD Contract Division Manager, by fax or email as indicated on the survey form.

If you have any questions or require additional information, please contact Yolanda Young, ISD Contract Division Manager at (323) 267-3101 or via email at: yyoung@isd.lacounty.gov.

Thank you in advance for your assistance.

LMG:SKT:jys

Attachments

c: Chief Deputies
Administrative Deputies
Departmental Human Resources Managers
Contracts Network

CRIMINAL BACKGROUND CLEARANCE FOR CONTRACT WORKERS SURVEY

1. How many Service Contracts does your department have?

2. How many contracts have contract workers that fall within the following categories and what is the approximate number of contract workers within each category? Contract workers in positions that:

a. Involve the care, oversight, or protection of persons through direct contact with such persons

Number of contracts: _____ Approximate number of contract workers: _____

b. Have direct or indirect access to funds or negotiable instruments

Number of contracts: _____ Approximate number of contract workers: _____

c. Require state and/or professional licensing (exclude positions whose licensing requires a criminal background check such as foster parents or teachers)

Number of contracts: _____ Approximate number of contract workers: _____

d. Involve public safety and/or law enforcement

Number of contracts: _____ Approximate number of contract workers: _____

e. Have access to or charge for drugs or narcotics

Number of contracts: _____ Approximate number of contract workers: _____

f. Have access to confidential or classified information (e.g., arrests/criminal convictions, medical information/records, billing/financial information, etc.)

Number of contracts: _____ Approximate number of contract workers: _____

g. Involve the care, oversight, or protection of County, public, or private property

Number of contracts: _____ Approximate number of contract workers: _____

SURVEY

Page 2 of 3

3. Are all contract workers currently required to be Live Scanned? **Yes** **No**

If yes, what criteria is used to identify contract workers that must be Live Scanned?

If not, what criteria is used to exclude them?

Does your department conduct the fingerprinting and suitability review or is this done by the contractor?

What criteria is currently used to identify contractor workers qualified/not qualified to work on your contract?

4. The Department of Justice charges an additional \$19 to conduct a Federal check. If all contract workers that fall under the categories described above are required to be Live Scanned to include a Federal check, what do you estimate your department's costs to be for your existing contracts?

Page 3 of 3

Comments:

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Yolanda Young, ISD Contracts Division Manager, (323) 267-3101
yyoung@isd.lacounty.gov

Thank you in advance for your input. Your participation is greatly appreciated.

Name

Title

Department